

QUESTIONS

1. **Section IV A**, Please explain how the funds disbursement portion of the rebate program is to be managed.

Answer: This is explained in the bullet points on page 8 the purpose of this RFR is to hear from vendors who have experience in funds disbursement /rebate programs

2. **Section IV A**, Please clarify if the new leased vehicles (minimum lease term of three years) or new purchased vehicles that meet the DOER energy rebate requirements have to be leased or purchased from a dealership within the State of Massachusetts.

Answer: The vehicles need to be registered in Massachusetts

3. What is the estimated number of electric vehicles eligible for the rebate?

Answer: The number will be determined based on the numbers of vehicle meeting the technical criteria around battery size at the start of the project

4. Who disburses the rebate? The state agency or the vendor?

Answer: Vendor

5. How is the rebate disbursed, e.g. by check?

Answer: Yes

6. What organization approves the rebate, e.g. the state agency after recommendation from the vendor or the vendor exclusively?

Answer: The criteria to issue a rebate will be set by DOER, the vendor will have the tools to authorize rebates and DOER will monitor that process.

7. Please list the pieces of documentation required to determine eligibility for a rebate.

Answer: Will be determined later

8. Are there other rebate amounts in addition to the ones given in **page 8** of the RFR?

Answer: Not at this time

9. **Page 11:** is reimbursement to the vendor based on a completed rebate? If so, what is considered a completed rebate: eligibility determined or rebate disbursed?

Answer: See Page 11 D

10. **Page 10:** what interval is preferred for “regular reporting”?

Answer: Has not been determined. Will depend on functionality of web based and data tools provided by vendor.

11. Please clarify if this website needs to have a mass.gov domain or can be on its own URL.

Answer: It's anticipated that this will be under the vendors domain. See IT Attachment

12. Will the State make resources available to add links from the DOER pages of the State website to the rebate site?

Answer: Yes. See IT Attachment

13. Please clarify that the Waitlist will be on a FIFO type of ordering, should additional funds become available.

Answer: We would ask the chosen vendor to design the rules around a wait list for additional funds

14. Please clarify if there will be a waitlist to close out one funding period and how that may be applied to the next funding year. Example: Will all waitlisted, approved applications be paid before the new rebate year's applications begin processing in the new funding year?

Answer: Has not been determined at this time.

15. Is EFT and Check the only two forms of payment to be used for approved rebate recipients?

Answer: yes

16. Does the process of securing banking information need to be PCI data security compliant?

Answer: Any personal or critical information collected will be kept to a minimum and all will be held to the highest data security standards (See IT attachment)

It's not expected that banking information will be required. Paper checks will be issued to rebate recipients.

17. What information from the applicant are we required to obtain to verify proof of purchase?

Answer: To be determined

18. Will this information contain banking and/or credit card information?

Answer: No

19. On page 12 of the RFR, it is stated that "RFRs valued at \$150,000.00 or more must include an SDP Plan." Given that the proposed contract's consultant budget is \$140,000, should we assume that an SDP Plan is not required and will not be part of the evaluation criteria?

Answer: The total solicitation is \$2 Million and includes options to renew. Supplier Diversity Plan requirements apply.